

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DMH/DHS COLLABORATION PROGRAM

TRANSFER OPPORTUNITY



Restricted to Department of Mental Health (DMH) Employees

Mental Health Services Coordinator II

The **Service Area 5 Navigation Team** is seeking an enthusiastic, motivated, experienced individual to fill the position of **Mental Health Services Coordinator II**. Candidates with excellent clinical and organizational skills are encouraged to apply.

EXAMPLE OF DUTIES:

- Consultation, oversight and administration of adult and older adult mental health referrals for Full Service Partnership (FSP), Field-Capable Clinical Services (FCCS), Wellness Centers, etc., including review of eligibility criteria and disposition of referrals.
- Partners with existing program staff in administration and coordination of Adult FSP Impact Unit.
- Community linkage, resource coordination, and resource development for FSP and other adult and older adult mental health programs and clients.
- Outreach and engagement to potential adult and older adult clients and/or their families including weekly visits to Brotman Hospital Psychiatric Unit.
- Consultation, guidance and support to adult and older adult clients, families and community partners.
- Management of Service Area 5 FSP referral data (data collection and interpretation).
- Healthy Way LA and veterans liaison for Service Area.
- Attend all relevant Department, provider and community meetings.
- Function as part of the Service Area administrative team and complete special assignments.

DESIRABLE QUALIFICATIONS:

- Strong knowledge of adult and older adult mental health issues and resources.
- Familiarity with accessing, leveraging and coordinating community resources.
- Knowledge of various funding sources, benefits or entitlement programs, (e.g., Medi-Cal; Medicare, MHSA, Veterans Affairs, SSI, HWLA).
- Familiarity or experience working with state/county entities, such as, Probation, court system and Jail Linkage.
- Strong multi-tasking and organizational skills.
- Strong verbal and written communication skills.
- Strong computer skills including ability to utilize Microsoft Excel and various online tracking systems.
- Ability and desire to work in a positive and effective team environment.

Interested applicants who are currently holding the payroll title of **Mental Health Services Coordinator II** may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, March 01st, 2013 to:**

**Jacquelyn Wilcoxon LCSW
Attn Luis Olortegui
SA5 Administration**

Ph: (310)482-6600 Fax: (310)313-0813

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